

# COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

Date/Time Stamp

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SECRETARY OF THE SENATE  
PUBLIC RECORDS

2019 JUN 26 PM 1:01

**Instructions:** Use this form as a cover sheet for any paperwork you may need to submit to the Office of Public Records in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. **Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.**

**SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING**

Name of Traveler: Alaura M. Ervin

Employing Office/Committee: Senator Tim Scott

Travel Expenses Paid by (List all sources): The Aspen Institute (Socrates Program) ("AISP")

Travel Date(s): May 10-12, 2019

Description/Title of Attached Forms: Final Trip Invitation, Revised Form RE-2  
(Employee Post-Travel Disclosure of Travel Expenses),

Private Sponsor Travel Certification Form (PSTCF) & Attachments

Purpose of Amendment (describe the reason for amending original submission):  
The trip invitation I submitted to OPR was not the final trip invitation approved by the Committee as part of your pre-travel packet.

The RE-2 had the wrong date, the signature of my Supervising Senator/Officer is dated prior to the end of the trip  
and was mistakenly submitted. Also the final version of the Private Sponsor Travel Certification Form (PSTCF)  
was not submitted.

6/17/19

(Date)

Alaura M. Ervin

(Signature of Traveler)

# Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

**Post-Travel Filing Instructions:** Complete this form within **30 days** of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building**.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): The Aspen Institute Inc. (Socrates Program) ("AISP")

Travel date(s): May 10 -12, 2019

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	\$101.20 for bus	\$246.26 for two nights	\$177.39 for breakfast, lunch, and dinner for two days	\$47 per day for conference room fees (includes meeting facilities, set up/take down, cleaning)

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

Participated in a Socrates Seminar to discuss leadership, responsible governance,

and the role of Congress at the Aspen Institute's Wye River Campus in Maryland.

6/17/19

(Date)

Alaura M. Ervin

(Printed name of traveler)

Alaura M. Ervin

(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

6.24.19

(Date)

[Signature]

(Signature of Supervising Senator/Officer)



Dear Ms. Alaura Ervin,

We are pleased to invite you to participate in the Emerging Governance Leaders Seminar Series at the Aspen Institute Wye Campus located in Queenstown, Maryland from May 10-12, 2019.

The Socrates Program will provide shuttles departing from Capitol Hill to Wye on Friday, May 10<sup>th</sup> at 5:00 p.m. and returning on Sunday, May 12<sup>th</sup> at 1:00 p.m. Should you accept attendance, it is required that you participate through the duration of the seminar. Your transportation, lodging, and meals will be paid for by the Aspen Institute Socrates Program. Under the ethics rules, no expenses are provided for entertainment or recreation.

This seminar is designed for the educational benefit of a bipartisan, bicameral group of Congressional staff focusing on the foundations of Congress and its role in the nation's governance. Our purpose is education, not advocacy. In order to participate, you will need to submit the requisite travel forms to the Ethics Committee and secure approval. Attached to this email, you will find the ethics packet which contains the (1) completed primary trip sponsor form and (2) the program agenda.

**Please submit all required documentation to the Ethics Committee by Wednesday, April 10, 2019:**  
1) Primary Trip Sponsor Form (2) Agenda and (3) invitation (all provided by the Aspen Institute) and (4) Pre-Traveler Authorization Form, available on the Ethics website, <https://www.ethics.senate.gov/public/index.cfm/travel>. Travel forms must be submitted to the Ethics Committee no later than thirty days before travel commences or you will not be eligible to attend.

Here are a few additional items to facilitate your planning:

**Participant Questionnaire** – please complete the attached *Participant Questionnaire* and return to Carly Raizon by Monday, April 15<sup>th</sup>.

**Lodging** – participants will all be staying at the Aspen Institute's Wye River Conference Center in Queenstown, Maryland.

**Seminar materials** – the seminar readings (PDFs), schedule, and arrival details will be sent to you approximately 2-3 weeks before the seminar. Note: a summary of the seminar topic and moderator biography are attached.

If you have any questions, please feel free to call Program Manager, Cynthia Querio at 202-736-3550.

Kind Regards,

A handwritten signature in black ink, appearing to read "C. Carter, II".

**Cordell Carter, II | The Aspen Institute**  
Director, Socrates Program  
2300 N St. NW, Suite 700  
Washington, DC 20037  
(202)736-2922  
[cordell.carter@aspeninstitute.org](mailto:cordell.carter@aspeninstitute.org)



## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): The Aspen Institute Inc. (Socrates Program) ("AISP")
2. Description of the trip: The AISP is sponsoring a Socrates seminar to discuss leadership, responsible governance and the role of Congress.
3. Dates of travel: May 10 -12, 2019
4. Place of travel: Queenstown, Maryland
5. Name and title of Senate invitees: See attached.
6. I *certify* that the trip fits one of the following categories:
  - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
  - OR**
  - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.

**AND**

☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
  - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
  - AND**
  - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

[illegible]

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The Aspen Institute Socrates Program is the sole sponsor of the seminar and organized and conducted the trip (including selected the participants, developed the agenda, planned the seminar and coordinated the travel). (See attached Appendix)

- The Aspen Institute is an educational and policy studies non-partisan, non-profit organization whose mission is to foster leadership based on enduring values and provide a non-partisan forum for the exchange of ideas. (See attached Appendix)

- The Aspen Institute has a nearly forty year history of conducting non-partisan educational congressional trips; the Socrates Program, specifically, also has conducted congressional trips.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

The Aspen Institute organizes numerous educational activities, including briefings, roundtables, forums

and conferences for a diverse range of attendees including federal and state policymakers, business and

organization leaders, members of the press and the general public. (See attached Appendix.)

**16. Total Expenses for Each Participant:**

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$78 for bus	\$236 for two nights (\$118 per night)	\$142 for breakfast, lunch, and dinner for two days (\$71 per day)	\$47 per day for conference room fees (includes meeting facilities, set up/take down, cleaning)

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

**B) The trip involves an event that is organized specifically with regard to congressional participation.**

**18. Reason for selecting the location of the event or trip**

The conference center is close to Washington, DC, which provides for ease of travel for participants

and moderator(s).

19. Name and location of hotel or other lodging facility:

Wye River Conference Center, 600 Aspen Dr, Queenstown, MD 21658

20. Reason(s) for selecting hotel or other lodging facility:

The conference center has sufficient meeting space and lodging to support off-the-record, non-partisan

exchanges of ideas and professional learning. The Aspen Institute owns the Wye River Conference

**Center property.**

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Rooms are \$118/ day, which reflects the per diem limit.

Meals are \$71/day, which reflects the per diem limit.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Round-trip transportation will be provided by chartered, coach-class bus between Washington D.C. and the conference center.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: 

Name and Title: Elliot Gerson, Executive Vice President, Policy & Public Program

Name of Organization: The Aspen Institute

Address: 2300 N Street NW, Washington DC 20037

Telephone Number: 202-736-5859 (Lisa Jones, Deputy General Counsel)

Fax Number: 202-467-0790

E-mail Address: lisa.jones@aspeninstitute.org











## **Emerging Governance Leaders Seminar**

### *Leadership & the Role of Congress*

(Moderated by Dr. Colleen Shogan)

#### **Seminar Weekend Schedule**

May 10-12, 2019

Aspen Institute Wye River Campus

Queenstown, Maryland

*Seminar Location: River House*

#### **Friday, May 10<sup>th</sup>**

- |                       |   |
|-----------------------|---|
| 5:00 p.m.             | Shuttle departure from Capitol Hill   |
| 6:45 p.m.             | Shuttles arrives at Aspen Institute Wye River Campus  |
| 7:00 p.m. - 8:00 p.m. | Check-In & Registration<br><i>River House</i>   |
| 8:00 p.m. – 9:30 p.m. | <b>Socrates Opening Dinner and Program</b><br>“Responsible Governance and Your Role in Congress”<br>A conversation addressing norms of governance, hyper-partisanship, political polarization, and the experiences of Congressional staffers.<br>Moderated by <b>Cordell Carter</b> , Socrates Program Director<br><i>River House Dining Room</i> |

#### **Saturday, May 11<sup>th</sup>**

- |                        |  |
|------------------------|--|
| 7:45 a.m. – 9:00 a.m.  | Breakfast<br><i>River House Dining Room</i>  |
| 9:00 a.m. – 12:00 p.m. | <b>Seminar Session I: The Evolution of Congress: How Did We Get Here?</b><br><i>River House Main Conference Room</i><br>Seminar discussion based on the following texts and videos:<br><b>Origins:</b> <ul style="list-style-type: none"><li>• Hamilton or Madison, “No. 57” and “No. 63,” The Federalist Papers, 1788</li></ul> |

- “Mr. Smith Goes To Washington” movie clip. 1939
- “Charlie Wilson’s War” movie clip. 2007

Morning Break  
*River House Break Room*

Working Lunch with Discussion of Seminar Session I  
Conversation will consider the evolution of Congress and what it means to represent constituents and communities.  
*River House Dining Room*

- Davidson Oleszek, Lee, and Schickler. "Congress as Institution," *Congress and Its Members*
- Barbara Sinclair, "Assessing Unorthodox Lawmaking," *Unorthodox Lawmaking*

- Kevin Kosar and various authors, "Restoring Congress as the First Branch." R Street Policy Study No. 50
- Colleen Shogan, "The Knowledge Culture of Congress," *Leg Branch Blog*
- Matthew Glassman, "Why Congress Doesn't Always Do The Right Thing." *New York Times*

- Samantha McDonald, "Staff Perspectives on the State of Constituent Correspondence in the U.S. Congress," *Leg Branch Blog*
- Lorelei Kelley and Robert Bjarnason, "Our Modern Congress Doesn't Understand 21st Century Technology," *TechCrunch*, March 6, 2018



- Sarah Binder, "Legislating in Polarized Times," *Congress Reconsidered*

Afternoon Break  
*River House Break Room*

## Historical Tour of Wye

The Aspen Institute Wye campus is a site imbued with historical moments in American political discourse and policy decisions – from early days as the home of William Paca, a signer of the Declaration of Independence and the third governor of Maryland, to more recent moments as the site for negotiations between Israel and the Palestine Authority. This historical tour will connect the seminar to place and embody the rich history of American discourse and governing in Washington and beyond.

### Wye Campus

## Working Dinner with Discussion of Seminar Session II

Conversation will consider the governance challenges of Congress, exploring what resources and knowledge inform Congress and how technology and changing norms of representation are affecting governance.

### River House Dining Room

## Fireside Chat

## "Life & Lessons in Congress"

A conversation with **William Hoagland**, Bipartisan Policy Center Senior Vice President and **Lorelei Kelly**, Fellow-In-Residence at the Georgetown University Beeck Center for Social Impact + Innovation

Conversation will cover the personal and professional realities of pursuing a career as a congressional staffer and juxtapose them with the larger implications of representing congress, focusing on how congress's role as the interlocutor of the American people, particularly in the digital age, is evolving, and with it the roles and responsibilities of its staff.

Moderated by **Cordell Carter**, Socrates Program Director

*River House Library*



## Sunday, May 12<sup>th</sup>

7:45 a.m. – 9:00 a.m.

Breakfast  
*River House Dining Room*

9:00 a.m. – 12:00 p.m.

### **Seminar Session III: Congressional Reform**

*River House Main Conference Room*

Seminar discussion based on the following texts:

#### ***What's Working Well and What Isn't***

- Colleen Shogan, "Defense Authorization: The Senate's Last Best Hope," *Party and Procedure in the United States Congress*
- Josh Huder, "Democrats Want to Modernize the House. Good Luck With That," *The Washington Post*

#### ***Reform Proposals***

- Zach Graves, "Rebuilding a Technology Assessment Office in Congress," *R Street Policy Study 152*
- Congressional Institute, "Congressional Reform Concepts"
- Jim Newell, "The Shutdown to End All Shutdowns," *Slate*

10:30 a.m. – 10:45 a.m.

Morning Break  
*River House Break Room*

12:00 p.m.

Check-out

12:00 p.m. – 1:00 p.m.

### **Working Lunch with Discussion of Seminar Session III**

Conversation will consider the Articles 1 and 2 of the Constitution, and how foundations of the U.S. government inform and influence the role of Congress today.

*River House Dining Room*

1:00 p.m.

**Shuttle departs for Capitol Hill**

2:30 pm

**Shuttle drops off participants**